

Professional Services Schedule (00CORP)

GSA Contract GS-00F-0017R

- 541-1 Advertising Services
- 541-2 Public Relations Services
- 541-3 Web Based Marketing Services
- 541-4A Market Research and Analysis
- 541-4B Video Film Production
- 541-4C Exhibit Design and Implementation Services
- 541-4D Conference, Events, and Tradeshow Planning Services
- 541-4F Commercial Art and Graphic Design Services
- 874-1 Integrated Consulting Services
- 899-1 Environmental Consulting Services
- 899-7 Geographic Information System (GIS) Services

The Collaborative, Inc.
122 South Street
Boston, MA 0211
617-338-0018
www.thecollaborative.com
GSAContracts@thecollaborative.com

2016

GSA Schedule Overview

Welcome to the Collaborative's GSA Professional Services Schedule covering the following programs:

541-1 Advertising Services

Services provided under this SIN will promote public awareness of an agency's mission and initiatives and dissemination of information to consumer and advocacy groups. Advertising Media such as: Direct Mail, Media Planning/ Placement, Public Education, Outdoor Marketing and Media, Broadcast Media to include TV and Radio and Public Service Announcements may be used in providing services relating to this SIN.

541-2 Public Relations Services

Services include providing customized media and public relations services, preparation of media materials, including background materials, press releases, speeches and presentations, and press kits; and executing media programs such as press conferences, distribution of press materials, and scheduling broadcast and print interviews.

541-3 Web Based Marketing Services (Small Business Set-Aside)

Develop strategies for an agency to provide the maximum use of their Internet capabilities. Typical tasks may involve the consultation, development and implementation of website design and maintenance, search engine development, e-mail marketing and web casting, video conferencing via the web and other activities involving electronic marketing services.

541-4A Market Research and Analysis

Services include the development of customized strategic marketing plans, developing branding initiatives, target market identification, and conducting focus groups.

541-4B Video Film Production

These services will inform the public and Government agencies about the latest products, services, and/or issues and include: filming in studios on locations, live shows, as well as writing, directing, editing, and shooting.

541-4C Exhibit Design and Implementation Services

These services include arrangements for exhibits in various venues, and conceptualizing, designing, and producing exhibits and their accompanying materials.

541-4D Conference, Events, and Tradeshow Planning Services (Small Business Set-Aside)

Services provided under this SIN include making of all necessary arrangements for conferences, seminars, and tradeshows. Event-marketing services and pre – conference planning are also included.

541-4F Commercial Art and Graphic Design Services (Small Business Set-Aside)

Services provided are commercial art, custom or stock, graphic design, and special effects that educate the consumer market about a product or service.

874-1 Integrated Consulting Services

This category encompasses a range of services offered by the Collaborative, including: strategic planning and management, program and economic studies, policy development, business initiative development, preparedness planning, training, and expert witness services.

899-1 Environmental Consulting Services and 899-7 Geographic Information System (GIS) Services

These categories cover planning and coordination of environmental initiatives, including the preparation of environmental assessments and impact statements, economic and risk analysis, mapping, natural resource and conservation planning, and environmental regulatory analysis and development.

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Section 1

About the Collaborative, Inc.

The Collaborative is an award-winning consulting firm with a national reputation for excellence in planning, design, and communications.

We began in 1990 as an outgrowth of Wallace Floyd Associates, a firm founded with Buckminster Fuller to design and build such signature projects as Epcot Center and the United States Pavilion at Expo 67.

Our award-winning planning and design groups work on projects that build strong communities and organizations, shape extraordinary places and designs, and inspire new ways of thinking and action. As planners we build communities and places that are welcoming, dynamic, and environmentally sound. As designers we draw from our deep respect for nature, history, and culture to craft designs that are relevant, stir thought, and tell a story.

Collaboration unites all we do and flows from the knowledge that making connections is the root of creation and change.

Section 2

Contract Overview

<p>Contractor</p> <p>The Collaborative, Inc. 122 South Street Boston, MA 02111 617-338-0018 (t) 617-338-4228 (f) GSAContracts@thecollaborative.com www.thecollaborative.com</p>	<p>Contract Period</p> <p>September 1, 2015–August 31, 2020</p> <p>Business Size</p> <p>Small business</p> <p>Certifications</p> <ul style="list-style-type: none"> • Small Disadvantaged Business (SDB) • Disadvantaged Business Enterprise (DBE) (MA) • Minority Business Enterprise (MBE) (MA)
<p>Services Offered by Special Item Number (SIN)</p> <p>541-1 Advertising Services</p> <p>541-2 Public Relations Services</p> <p>541-3 Web Based Marketing Services</p> <p>541-4A Market Research and Analysis</p> <p>541-4B Video Film Production</p> <p>541-4C Exhibit Design and Implementation Services</p> <p>541-4D Conference, Events, and Tradeshow Planning Services</p> <p>541-4F Commercial Art and Graphic Design Services</p> <p>874-1 Integrated Consulting Services</p> <p>899-1 Environmental Consulting Services</p> <p>899-7 Geographic Information System (GIS) Services</p>	<p>GSA Multiple Award Schedule (MAS) contracts, also referred to as GSA Schedule and Federal Supply Schedule contracts, are available for use by all federal agencies. Under the MSA Program, GSA enters into government-wide contracts with commercial firms to provide over 10 million commercial supplies and services.</p> <p>On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through <i>GSA Advantage!</i>, a menu-driven database system available at www.GSAAdvantage.gov.</p> <p>For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov</p>

Section 3

Ordering Process

Follow these easy steps as described by the GSA. For more information visit www.fss.gsa.gov/schedules or the Collaborative's website: www.thecollaborative.com.

1. Prepare a request – This includes, at minimum:
 - a. A Statement of Work (SOW) describing the scope of work to be accomplished
 - b. If desired, the Collaborative offers assistance to you (free of charge) in development of your SOW requirements consistent with your available budget constraints.
 - c. A request for a firm-fixed price or a ceiling price
 - d. Explanation of contractor your selection criteria
2. Transmit the request to the Collaborative and two other GSA contractors via email or fax
 - a. Include the Collaborative's GSA SIN & corresponding contract number
 - b. Send your request to:

The Collaborative, Inc.
Attn: Matthew George
122 South Street
Boston, MA 02111
617-338-0018 (t)
617-338-4228 (f)
GSAContracts@thecollaborative.com
www.thecollaborative.com
3. Response to Request
 - a. The Collaborative will develop a proposal consisting of two parts: Technical and Price
 - b. The Collaborative will submit the proposal to you by the predetermined deadline via the method of your choice
4. Best-value Determination
 - a. Conduct a best value review based on your selection criteria
 - b. Consider whether a Blanket Purchase Agreement (BPA) is a useful method of procuring these services. (For more information, visit www.fss.gsa.gov.)
5. Selection
 - a. Select the best value contractor and issue a contract order
 - b. The Collaborative will undertake the work under your direct supervision and will invoice you directly.
6. Begin Work: The Collaborative begins work immediately

GSA contract specialists are also available to assist you, but are not required to be involved in your procurement process.

Section 4

Special Item Numbers (SINs) and Rates

Mission Oriented Business Integrated Services (MOBIS)

874-1 Integrated Consulting Services

Labor Category	Hourly Rate
Principal	\$173.69
Director	\$115.75
Senior Technical Expert 2	\$117.52
Senior Technical Expert 1	\$114.65
Systems Analyst/Database Consultant	\$81.89
Planner/Analyst 1	\$78.24

Environmental Services

899-1 Environmental Planning Services & Documentation

Labor Category	Hourly Rate
Principal	\$173.69
Director	\$115.75
Senior Associate/Planning Consultant	\$93.66
Planner/Analyst 1	\$78.24
Planner/GIS Consultant	\$66.90

899-7 Geographic Information System Services

Labor Category	Hourly Rate
Senior Associate/Planning Consultant	\$93.66
Planner/GIS Consultant	\$66.90

Advertising & Integrated Marketing Solutions

541-1 Advertising Services

Labor Category	Hourly Rate
Outdoor Marketing Specialist	\$190.09
Sr. Public Education Specialist	\$190.09
Communication Program Manager	\$142.66
Sr. Graphic Designer	\$133.51
Senior Market Analyst	\$120.96
Mid-level Exhibits Specialist	\$108.04
Public Education Specialist	\$99.72
Sr. Event Manager	\$94.70
Mid-level Graphic Designer	\$89.13
Mid-level Public Relations Specialist	\$82.06
Mid-level Writer	\$77.00
Jr. Graphic Designer	\$74.84
Office Support	\$60.66

541-2 Public Relations Services

Labor Category	Hourly Rate
Outreach Specialist	\$190.09
Public Relations Strategist	\$190.09
Sr. Public Relations Specialist	\$143.99
Communications Program Manager	\$142.66
Sr. Graphic Designer	\$133.51
Communications Project Manager	\$128.52
Mid-level Graphic Designer	\$89.13
Mid-level Public Relations Specialist	\$82.06
Mid-level Public Relations Writer	\$77.00
Jr. Graphic Designer	\$74.84
Office Support	\$60.66
Jr. Public Relations Specialist	\$57.08

541-3 Web Based Marketing Services

Labor Category	Hourly Rate
Creative Director	\$190.09
Sr. Web Site Designer	\$133.51
Sr. Writer	\$102.73
Electronic Graphics	\$93.53
Med-level Web Site Designer	\$89.13
Associate Webmaster	\$77.66
Mid-level Writer	\$77.00
Jr. Web Site Designer	\$74.84
Office Support	\$60.66
Web Site Assistant	\$60.66
Jr. Writer	\$57.08

541-4A Market Research and Analysis

Labor Category	Hourly Rate
Communications Director	\$190.09
Principal Market Analyst	\$190.09
Communications Program Manager	\$142.66
Communications Project Manager	\$128.52
Senior Market Analyst	\$120.96
Sr. Writer	\$102.73
Data Specialist	\$99.72
Mid-level Market Analyst	\$95.07
Mid-level Writer	\$77.00
Office Support	\$60.66

541-4B Video Film Production

Labor Category	Hourly Rate
Executive Producer	\$190.09
Art Director	\$133.51
Production Advisor	\$128.52
Sr. Videographer/Photographer	\$104.55
Script Writer	\$95.07
Mid-level Graphic Designer	\$89.13
Mid-level Writer	\$77.00
Jr. Graphic Designer	\$74.84
Office Support	\$60.66
Jr. Writer	\$57.08

541-4C Exhibit Design and Implementation Services

Labor Category	Hourly Rate
Sr. Exhibits Specialist	\$142.66
Sr. Graphic Designer	\$133.51
Mid-level Exhibits Specialist	\$108.04
Mid-level Graphic Designer	\$89.13
Jr. Graphic Designer	\$74.84
Office Support	\$60.66

541-4D Conference, Events, and Tradeshow Planning Services

Labor Category	Hourly Rate
Facilitation Specialist	\$190.09
Sr. Confer. Management Specialist	\$142.66
Proceedings Specialist	\$95.07
Sr. Event Manager	\$94.70
Event Marketer	\$85.57
Mid-level Event Specialist	\$75.55
Office Support	\$60.66

541-4F Commercial Art and Graphic Design Services

Labor Category	Hourly Rate
Commercial Artist	\$128.37
Technical Writer	\$90.72
Mid-level Graphic Designer	\$89.13
Mid-level Writer	\$77.00
Jr. Graphic Designer	\$74.84
Office Support	\$60.66
Jr. Writer	\$57.08

Notes

1. Government rates shown herein are net (discount deducted)
2. The labor rates do not include travel and per diem costs associated with the SIN awarded. Travel costs will be reimbursed in accordance with Federal travel regulations.
3. Prices do not include Other Direct Costs (ODCs), which will be billed under the ODC SIN at cost plus 10%.

Section 5

Customer Information

1b.	Pricing model	Prices shown herein are net, with all discounts deducted, and are valid for all areas.
1c.	Labor category descriptions	See descriptions in Section 6
2.	Maximum order	Schedule 541 maximum dollar value of any order will be \$1,000,000, except for requirements exceeding the Maximum Order, which will be processed in accordance with clause I-FSS-125
3.	Minimum order	\$100
4.	Geographic coverage	Domestic: 50 states, Washington, D. C.; Puerto Rico; and U.S. territories
5.	Point of production	Boston, Massachusetts
6.	Discount	Prices shown herein are net
7.	Quantity discounts	N/A
8.	Prompt payment terms	N/A
9a.	Government credit cards	Accepted
10.	Foreign items (list items by country of origin)	N/A
11a.	Time of delivery	As mutually agreed upon
11b.	Expedited delivery	All items are available for expedited delivery; please specify needs at time of ordering.
11c.	Overnight and 2-day delivery	Overnight and 2-day delivery service is available. Please contact the Collaborative for rates for overnight and 2-day delivery.
11d.	Urgent requirements	Contact the Collaborative's GSA Contract Coordinator for faster delivery services
12.	F.O.B. point	Destination
13a.	Ordering address	The Collaborative, Inc. Attn: Matthew George 122 South Street Boston, MA 02111 617-338-0018 (t) 617-338-4228 (f) GSAContracts@thecollaborative.com www.thecollaborative.com
13b.	Ordering procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14.	Payment address	Accounting Department The Collaborative, Inc. 122 South Street Boston, MA 02111 617-338-0018 (t)
15.	Warranty provision	Standard practice
16.	Export packing charges, if applicable	None
17.	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)	No additional thresholds
18.	Terms and conditions of rental, maintenance, and repair (if applicable)	N/A
19.	Terms and conditions of installation (if applicable)	N/A
20.	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)	N/A
20a.	Terms and conditions for any other services (if applicable)	N/A
21.	List of service and distribution points (if applicable)	N/A
22.	List of participating dealers (if applicable)	N/A
23.	Preventive maintenance (if applicable)	N/A
24a.	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)	Whenever possible, the Collaborative will use products with environmental attributes – products that are less harmful to the environment. Therefore, we'll use such items as biodegradable, recyclable and post-consumer materials in our designed products. We aim to comply with the EPA's Recovered Materials Advisory Notice (RMAN), recommending recovered and post-consumer material content levels for specific products www.epa.gov/cpg .
24b.	Section 508 compliance The EIT standards can be found at: www.Section508.gov	The Collaborative designs websites that are Section 508 compliant. We also update a websites to be 508 compliant. Please indicate in your Scope of Work if this service is desired.
25.	Data Universal Number System (DUNS) number	78-009-1781
26.	SAM registration	The Collaborative is registered with the System of Award Management (SAM)

27. Service Contract Act

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Section 6

Labor Categories

Due to labor categories spanning multiple SIN service areas, the following categories are listed only once, under their general subject area. The areas covered are:

- Art Director
- Associate Webmaster
- Commercial Artist
- Communications Director
- Communications Program Manager
- Communications Project Manager
- Creative Director
- Data Specialist
- Director
- Electronic Graphics Specialist
- Event Marketer
- Executive Producer
- Facilitation Specialist
- Jr. Graphic Designer
- Jr. Public Relations Specialist
- Jr. Web Site Designer
- Jr. Writer
- Mid-level Event Specialist
- Mid-level Exhibits Specialist
- Mid-level Graphic Designer
- Mid-level Market Analyst
- Mid-level Public Relations Specialist
- Mid-level Public Relations Writer
- Mid-level Web Site Designer
- Mid-level Writer
- Office Support
- Outdoor Marketing Specialist
- Outreach Specialist
- Planner/Analyst 1
- Planner/GIS Consultant
- Principal
- Principal Market Analyst
- Proceedings Specialist
- Production Advisor
- Public Education Specialist
- Public Relations Strategist
- Script Writer
- Senior Associate/Planning Consultant
- Senior Exhibits Specialist
- Senior Market Analyst
- Senior Technical Expert 1
- Senior Technical Expert 2
- Sr. Event Manager
- Sr. Graphic Designer
- Sr. Public Education Specialist
- Sr. Public Relations Specialist
- Sr. Videographer/Photographer
- Sr. Web Site Designer
- Sr. Writer
- Systems Analyst/Database Consultant
- Technical Writer
- Web Site Assistant

Art Director

Provides overall leadership for design development, production and staff supervision. Actively contributes to, and manages, the conceptual development, design, and production of a range of public communications materials and commercial graphics products, including brochures, reports, publications, collateral materials, web sites and exhibits.

Qualifications: Bachelor's degree or equivalent with 15 years experience in graphic design, technical art, and illustration and supervision of total graphics processing capability.

Associate Webmaster

Assists website designers in the development, implementation, management, upgrade and troubleshooting of website requirements.

Qualifications: Bachelor's degree or equivalent in electronic and multimedia tools for the Internet.

Commercial Artist

Provides design rendering and art support for all graphic design projects. Manages the conceptual development, design, and production of a range of public communications materials and commercial graphics products. These produces include brochures, reports, publications, collateral materials, web sites and exhibits.

Qualifications: Bachelor's degree or equivalent with 10 years experience working with electronic and multimedia graphic design tools.

Communications Director

Decision maker for the company. Guides the company and client projects by providing both long and short term planning. Develops and directs integrated technical information services programs. Helps support program and project managers with their job functions. Excellent verbal and written skills that provide leadership and inspire quality.

Qualifications: General management executive with 20 years experience. Master's degree or equivalent with fifteen years related experience.

Communications Program Manager

Reports to a Director or Operations Manager. Has overall project management responsibility. Responsible for client communications, task conceptualization, assignment, planning, team coordination, quality assurance, job tracking and cost control. Develops, supervises and guides staff to complete client projects on time and on budget. Sets and implements operating policies and procedures.

Qualifications: Master's degree or equivalent in communications with 4 years related experience.

Communications Project Manager

Reports to a Director or Operations Manager. Has overall project management responsibility. Develops, supervises and guides staff to complete client projects on time and on budget. Sets and implements operating policies and procedures. Responsible for client communications, task conceptualization, assignment, planning, team coordination, quality assurance, job tracking and cost control.

Qualifications: Bachelor's degree from with 10 years experience in communications field.

Creative Director

Provides leadership and guidance for design concepts in electronic media and documentation development, including layout, design and production.

Qualifications: Master's degree or equivalent with 15 years experience.

<p>Data Specialist</p> <p>Collects and organizes data, develops spreadsheets, prepares data summaries and supports data analysis through the application of database and information systems technology.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 4 years related experience in planning or social science research.</p>
<p>Director</p> <p>Reports to a principal. Direction and management of staff of employees. Responsibilities include planning, management, project development and design, research, conduct surveys/studies, data collection, analysis, forecasting, reporting, regulatory compliance analysis, and program/project evaluation. Responsibility for task conceptualization, assignment, planning, team coordination, quality assurance, job tracking and cost control.</p> <p><i>Qualifications:</i> Bachelor's degree in scientific discipline with 4 years experience.</p>
<p>Electronic Graphics Specialist</p> <p>Provides technical illustration and graphic support to all design projects involving specialized electronic and internet-driven graphics.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 2 years experience providing extensive knowledge of electronic and multimedia graphic design tools.</p>
<p>Event Marketer</p> <p>Collects data on event participation levels, contracts event venues, develops comparative pricing data for events, summarizes market information for use in event planning.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 5 years related experience.</p>
<p>Executive Producer</p> <p>Directs and Manages employees. Guides video production projects by providing both long term and short term planning. Develops and directs integrated technical information services programs.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 10 years experience.</p>
<p>Facilitation Specialist</p> <p>Researches meeting goals, develops meeting strategy, sets objectives, leads group in focusing on desired outcomes, summarizes progress, directs preparation of materials and final report on meeting outcome.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 10 years related experience.</p>
<p>Junior Graphic Designer</p> <p>Supports design development and production efforts. Proficient in all major graphic design computer applications.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 2 years experience in audio/visual techniques.</p>
<p>Junior Public Relations Specialist</p> <p>Coordinates news briefings and press conferences; prepares and provides press kit material; organizes interviews and photo/video shoots; develops and maintains local, national, and international media lists. Researches, writes, edits, and packages news releases, video scripts, photo captions, and other promotional material.</p> <p><i>Qualifications:</i> Bachelor's degree in public relations or related field with 3 years related experience.</p>

<p>Junior Web Site Designer</p> <p>Support all web design efforts</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 2 years experience in website design</p>
<p>Junior Writer</p> <p>Provides writing support and undertakes moderate assignments under close supervision.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 2 years writing and editing experience.</p>
<p>Med-level Web Site Designer</p> <p>Designs websites and provides support to Senior Website Designer and manages projects of moderate size.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 5 years experience in website design</p>
<p>Mid-level Event Specialist</p> <p>Assists the Event Manager with tasks including mailings, registration, arranging for payments to vendors. Provides on-site conference management and support.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 2 years related experience.</p>
<p>Mid-level Exhibits Specialist</p> <p>Background coordinating logistics details for off-site events. Experience in the design, construction and installation of indoor, outdoor, and traveling exhibits. Strong computer skills including proficiency in Excel and MS Word.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 5 years experience in exhibit management.</p>
<p>Mid-level Graphic Designer</p> <p>Manages the design development and production for moderate projects, supporting larger efforts. Works cooperatively with the Senior Graphic Designer, Art Director and project coordinators, writers and editors, technical and research professionals, conference coordinators, and production staff to develop visual materials, such as brochures, reports, collateral materials, and exhibits that convey complex information to both technical and lay audiences.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 5 years experience in audio/visual techniques.</p>
<p>Mid-level Market Analyst</p> <p>Assists in the planning, preparation and execution of quantitative and qualitative studies. Responsibilities include research, conducting surveys, data collection and analysis, and assisting with reports.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 4 years related experience.</p>
<p>Mid-level Public Relations Specialist</p> <p>Manages corporate communications print and broadcast advertising production, directs mail creation, television production, radio and television documentary writing and production, magazine feature writing, and media placement. Researches and write news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes text, oversees production of video and other media.</p> <p><i>Qualifications:</i> Bachelor's degree in public relations or related field with 7 years experience.</p>
<p>Mid-level Public Relations Writer</p> <p>Oversees writing and editorial aspects of news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes and edits text.</p> <p><i>Qualifications:</i> Bachelor's degree in public relations or related field with 7 years experience.</p>

<p>Mid-level Writer</p> <p>Performs moderately complex writing assignments with responsibility for quality control, coordination with client and coordination with major assignments.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 5 years writing and editing experience.</p>
<p>Office Support</p> <p>Provide general office and operational support to all business functions, including answering telephones, filing, copying, errands, and data entry.</p> <p><i>Qualifications:</i> College degree and 3 years experience.</p>
<p>Outdoor Marketing Specialist</p> <p>Guides marketing services projects that promote public awareness and public education in outdoor venues, such as in transit vehicles, stations, and public thoroughfares. Oversees the design and production of exhibits pamphlets, brochures, leaflets, newsletters, posters, banners, displays, kiosks, and other media. Develops and directs integrated technical information services programs.</p> <p><i>Qualifications:</i> Master's degree or equivalent in marketing with 15 years marketing experience.</p>
<p>Outreach Specialist</p> <p>Directs activities concerned with customized media and public relations services including the development of media messages and strategies. Oversees written and spoken message content, production of video and other media such as news releases, video scripts, photo captions, plan designs.</p> <p><i>Qualifications:</i> Master's degree or equivalent in public affairs or marketing with 4 years experience.</p>
<p>Planner/Analyst 1</p> <p>Experience in project management, public involvement, consensus building, marketing, and quantitative and qualitative research. Responsibilities include research, survey, data collection, analysis and assisting with reports. Also help in marketing proposals.</p> <p><i>Qualifications:</i> Master's degree in planning or related field with 4 years experience.</p>
<p>Planner/GIS Consultant</p> <p>Experience in applying knowledge of Geographic Information Systems spatial modeling techniques to support research, surveys, data collection, analysis, and reporting, especially in the areas of environmental planning, landscape design and resource management.</p> <p><i>Qualifications:</i> Master's degree in planning or related field with 4 years experience</p>
<p>Principal</p> <p>Final decision maker of the company. Senior management capabilities. Guide the company and client projects by providing both long term and short term planning. Develop and direct integrated technical information services programs. Help support program and project managers who report to them with their job functions. Excellent verbal and written skills that provide leadership and inspire quality.</p> <p><i>Qualifications:</i> Master's degree or equivalent in technical discipline with 4 years experience.</p>
<p>Principal Market Analyst</p> <p>Provides strategic guidance in the planning, preparation and execution of quantitative and qualitative studies to estimate the strength of markets concerning issues of operations, management and planning. Develops and directs integrated technical information services programs.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 10 years experience.</p>

<p>Proceedings Specialist</p> <p>Attends events, takes meeting minutes, consults with attendees, reviews technical information with staff and prepares meeting proceedings for review by project manager.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 4 years experience.</p>
<p>Production Advisor</p> <p>Coordinates and supervises production crews.</p> <p>Qualifications: Bachelor's degree or equivalent with 10 years experience in audio/visual production, direction, and supervisory experience.</p>
<p>Public Education Specialist</p> <p>Responsible for conceiving, writing and producing informational materials geared to raising public awareness on public policy issues.</p> <p><i>Qualifications:</i> Master's degree or equivalent in public education/affairs with 10 years experience.</p>
<p>Public Relations Strategist</p> <p>Coordinates the flow of information to media, by developing media strategies. Organizes meetings and schedules presentations. Manages the preparation and release of press releases and press kits.</p> <p><i>Qualifications:</i> Master's degree or equivalent in public relations with 10 years experience and/or training in public relations.</p>
<p>Script Writer</p> <p>Manages script writing assignments with responsibility for quality control and coordination with client and major assignments.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 4 years writing and editing experience.</p>
<p>Senior Associate/Planning Consultant</p> <p>Direction and management of staff of employees. Develops and directs integrated environmental services programs including resource planning, conceptual engineering, design, field monitoring and sampling, training, operations, and maintenance evaluation.</p> <p><i>Qualifications:</i> Doctorate in scientific discipline with 4 years experience.</p>
<p>Senior Market Analyst</p> <p>Plans, prepares and executes quantitative and qualitative studies to estimate the strength of markets concerning issues regarding operations, management and planning, capital budgeting, economic development, costs of services, open space, environmental impact assessments, and transportation and facility siting. Responsible for research, survey implementation, data collection, analysis, and reporting.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 10 years related experience in planning, conceptualization and implementation of market studies and analysis.</p>
<p>Senior Technical Expert 1</p> <p>Reports to a Director or to a Program or Operations Manager. Responsibilities include management, research, surveys, data collection, analysis, and reporting. Strong knowledge of project planning and management, budgeting, proposal development and writing, public speaking, workshop facilitation, and systems evaluation.</p> <p><i>Qualifications:</i> Master's degree in planning or related field with 4 years experience.</p>

Senior Technical Expert 2

Reports to a Director or to a Program or Operations Manager. Responsibilities include research, surveys, data collection, analysis, and reporting. Provides analytical and planning leadership on comprehensive regional projects involving policy development, development of plan alternatives, project evaluation, and the assessment of the institutional context for plan implementation.

Qualifications: Master's degree in planning or related field with 4 years experience.

Senior Event Manager

Plans, organizes, selects locations, negotiates contracts for conferences and meetings. Strong fiscal management and budget responsibilities. Attends conferences, ensuring trouble-free event. Proficient in conference task development and management, works with facility managers and on-site supervision and quality control.

Qualifications: Bachelor's degree or equivalent with over 5 years experience in meeting planning.

Senior Exhibits Specialist

Coordinates logistics details for events. Develops, supervises and guides staff in designing, fabricating, and installing exhibits. Excellent customer service follow up and communications skills.

Qualifications: Bachelor's degree or equivalent; 10 years experience in coordinating logistics details for off-site events, managing exhibit set up in off-site venues.

Senior Graphic Designer

Manages the design, development and production design assignments for major projects. Works cooperatively with the Art Director and project coordinators, writers and editors, technical and research professionals, conference coordinators, and production staff to develop visual materials, such as brochures, reports, collateral materials, and exhibits that convey complex information to both technical and lay audiences.

Qualifications: Bachelor's degree or equivalent, over 10 years experience in documentation development, including report layout, design and production. Expertise in graphic design, technical art, and illustration.

Senior Public Education Specialist

Directs research activities concerned with public educational programs and services. Oversees the conception, development and the production of informational materials

Qualifications: Master's degree with 10 years of education experience.

Senior Public Relations Specialist

Provides integrated public relations and marketing services to clients, customizes PR strategies to meet the client's business objectives, ensures timely turnaround of products while increasing media visibility for businesses and their products. Researches and writes news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes text, and oversees production of video and other media.

Qualifications: Bachelor's degree or equivalent in public relations/marketing with 10 years related experience in public relations and media strategy.

<p>Senior Videographer/Photographer</p> <p>Develops video concepts from scripting through shooting and post-production. Designs and implements media presentation environments, and supervises these functions.</p> <p><i>Qualifications:</i> Master's degree or equivalent with 8 years experience in linear analog and non-linear digital videography. Fluent in graphic and special effects software.</p>
<p>Senior Web Site Designer</p> <p>Provides design development and implementation leadership for all web design projects, and in consultation with Creative Director, as needed.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 10 years experience in graphic design with expertise in website design.</p>
<p>Senior Writer</p> <p>Manages major writing assignments with responsibility for budgets and schedules, quality control, coordination with client and coordinated to project objectives.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 10 years writing and editing experience.</p>
<p>Systems Analyst/Database Consultant</p> <p>Specialist with experience in database and information systems analysis involving system management and operations, travel corridor routing, project management, market research, competitive pricing, forecasting, finance, and strategic business planning. Responsibilities include research, surveys, data collection, analysis and assisting with reports. Also helps support internal database system projects.</p> <p><i>Qualifications:</i> Master's degree in scientific discipline with 4 years experience.</p>
<p>Technical Writer</p> <p>Responsible for supporting writing projects with technical knowledge and translation of technical material into lay language.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 4 years writing and editing experience.</p>
<p>Web Site Assistant</p> <p>Assists website designers in management, upgrade, trouble-shooting and procurement of software, hardware and network services.</p> <p><i>Qualifications:</i> Bachelor's degree or equivalent with 2 years related experience working with electronic and multimedia tools for the Internet.</p>